

Port Planning and Study Services - CSO Solicitation No. 2077

THIS SOLICITATION IS BEING EXTENDED TO PREQUALIFIED FIRMS AND IS POSTED HERE FOR INFORMATION ONLY

The Connecticut Department of Transportation (Department) is seeking to engage a professional consulting firm to conduct a Marine Port Facility Use Study of the State Pier facility in the City of New London (State Project Number 00-940222PL). This Study will analyze the State Pier property and infrastructure to determine the best business use or uses of the existing facility. The Study should also consider recommendations for infrastructure improvements. A product of the study will be a draft Request for Proposal (RFP) to be used to solicit a business or businesses to lease and develop the State Pier marine port facility.

This Study will focus on developing a recommended plan for the commercial marine use of the Study area compatible with the surrounding area. It will identify the existing leases, evaluate alternatives and make practical maritime related recommendations. This Study will also identify environmental issues and constraints that must be considered when evaluating alternative uses of the State Pier facility and developing a recommended action(s). The study will consist of data collection, an analysis of existing conditions, future "No-Build" analysis, and the identification of needs and deficiencies as well as identify and evaluate cost-efficient improvement alternatives and develop a recommended implementation plan. An end product of the Study will be a draft RFP to be used to solicit interest in leasing the State Pier facility to a marine related business or businesses. Subsequent phases related to the study may be awarded to prepare environmental analysis and documentation as well as engineering and design development as needed. This assignment may also require a public involvement program.

If your firm would like to be considered for this assignment, your submittal should consist of a Letter of Interest, (no more than three pages) and a Department Form CSO 255, with a maximum of five résumés. One of the résumés must be that of the proposed Project Manager/Director who will be in charge of this study, and assurances that he/she will be available for work when required. Included in the submittal, must be a brief narrative summarizing your firm's current study workload and description of proposed staff, qualifications, discipline experience and expertise in; (1) Marine Facility Planning Studies; (2) Environmental Studies relevant to Port Facility planning; (3) Maritime Business Strategy development (4) Other Maritime Transportation planning and Environmentally related Projects and Studies; (5) Port Facility Traffic Analysis and Engineering; and (6) Familiarity with Federal Regulations, and Department policies and procedures. The location of the office where the work will be performed and the staff size of that office should also be indicated. **Four (4) copies of the submittal are required, and they must be postmarked by June 22, 2009, or if hand-delivered, received by 3:00 p.m. on that date.**

Do not send additional documentation other than what is requested. The Consultant Selection Panel may reject your submittal, and your firm may not be considered for this project if you provide additional documentation such as corporate brochures, background information, and histories.

You are advised that a disadvantaged business sub-consultant goal does not apply to this project. However, should you include a Disadvantaged Business Enterprise (DBE) as part of your team, within the Letter of Interest submittal, you must include the designated certified Disadvantaged Business Enterprise (DBE) sub-consultant(s) which you plan to use. The DBE sub-consultants must be currently certified by the Department. All firms are advised that the prime consultant must perform the major part of the work with employees of the firm. Sub-consultants may be used to comply with DBE requirements or perform specialized work. Joint venturing assignments will not be allowed.

Please be advised, that as of August 1, 2007, the Office of Policy and Management has updated its contracting affidavits and certifications, as well as the timeline of when these documents are required to be completed, signed and returned. For the purposes of Form 1 (Gift and Campaign Contribution Certification), the planning date is defined as the date when the Commissioner granted approval to hire a consultant. For this project, the planning date is December 31, 2008. This is the date the selected firm must use when completing Form 1 at the time the agreement/contract is executed in accordance with the Connecticut General Statute (CGS) Section 4-252 and Executive Order No. 7C, paragraph 10. Please be advised that Form 5 (Consulting Agreement Affidavit), in its revised format (Rev. 10-31-07), must be

completed and **one copy** should be submitted with your letter-of-interest package. Please do not staple or bind the affidavit in your submittal package. Forms 1 and 5 apply to all consulting agreements/contracts which have a total value to the State of fifty thousand dollars (\$50,000) or more in a calendar or fiscal year. Any consultant that does not make the certifications required under subsection (c) of CGS 4-252 or refuses to submit the affidavit required under subsection (b) of CGS 4a-81 shall be disqualified and the Department shall award the agreement/contract to the next highest ranked consultant or seek new submittals in accordance with subsection (d) of CGS 4-252 and subsection (d) of CGS 4a-81. Further information on these requirements can be obtained online at <http://www.ct.gov/opm> via the Ethics Affidavits link.

For all State contracts, as defined in P.A. 07-1, having a value in a calendar year of \$50,000 or more or a combination or series of such agreements or contracts having a value of \$100,000 or more, the authorized signatory to this submission in response to the State's solicitation expressly acknowledges receipt of the State Elections Enforcement Commission's notice advising state contractors of state campaign contribution and solicitation prohibitions, and will inform its principals of the contents of the notice. The SEEC Form 11 is attached hereto and hereby made a part of this solicitation.

Prior to the negotiation process, the selected firm will be required to have a Department-approved audit and affirmative action plan, as well as current corporate registration with the Secretary of State (partnerships excluded). The selected firm will also be required to maintain insurance coverage from a firm licensed to do business in the State of Connecticut. Proof of coverage must be submitted on Department FORM CON-32 (revised 11/07, for Commercial General Liability, Automobile, Valuable Papers and Records, Railroad Protective Liability, and Workers Compensation Insurance (if applicable)) and DOC-001 (revised 3/08, for Professional Liability coverage) prior to the start of the negotiations process.

Circumstances may require the rescheduling or cancellation of projects. Should this action be necessary, the Department would be under no obligation to provide supplementary work for the firm selected for this assignment. The Department reserves the right to award subsequent phases of an assignment to other qualified firms.

The Department reserves the right to add additional project(s) of a similar nature for a separate selection, should additional project(s) become available prior to the interview phase of the selection process.

Please be advised that firms must also be pre-qualified in the particular year a shortlist is finalized and/or a selection is made.

All inquiries regarding this Request for Letters of Interest shall be directed to Ms. Simone Cristofori, of the Consultant Selection Office, at (860) 594-3017.